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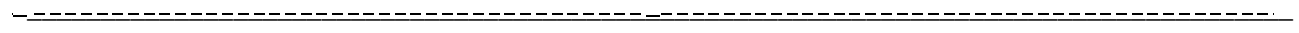
LMSSC POLICIES AND INFORMATION HANDBOOK 2019-2020

Welcome to the 39th season of synchronized skating in Surrey!

Lower Mainland Synchronized Skating Club is dedicated solely to the discipline of synchronized skating. We strive to provide all ages, from beginners to long-time synchro enthusiasts, with a club that provides opportunities to make friends, have fun, be competitive, keep physically fit and to practice teamwork, skating skills and sportsmanship.

Lower Mainland Synchronized Skating Club (LMSSC) is an organization sanctioned by Skate Canada - the national body that coordinates and regulates figure skating in Canada. We are a member of the BC/YK Section of Skate Canada. For much more information about skating in general and Skate Canada and the BC/YK Section, visit their websites at www.skatecanada.ca and www.skatinginbc.com.

This Handbook has been put together with current information of interest to both athletes and parents. It is required that both the athlete and their parent(s) review the contents for a complete understanding of the rules, regulations and operating practices of our Club. Together we will strive to develop a synchronized skating club that runs efficiently and effectively and meets the varying needs of club, team and individual.



SKATERS (AND PARENTS) – PLEASE READ THIS HANDBOOK, SIGN BELOW AND RETURN TO YOUR TEAM MANAGER.

Date: _____

I have read and agree to abide by the policies and procedures of LMSSC, the Skate Canada Parent Code of Conduct and the LMSSC Team Rules and Code of Conduct as set out in the Club Handbook.

Print Name of skater **Skater Signature**

Print Name of parent **Parent Signature**



RULES, REGULATIONS AND OPERATING PRACTICES

The day-to-day operations of the Club are managed by a volunteer Executive elected at the Club's Annual General Meeting in October of each year. The Executive meets monthly to manage Club operations. Club information can be found on the Club website at www.lmssc.org. For efficient operation of Club activities all members are encouraged to donate a few hours time. Please ask a Board member how you can help.

Feel free to contact Executive members any time you have concerns or questions. We will gladly assist you. Please keep in mind we are all volunteers with different skills, talents and backgrounds working to make this Club run as smoothly as possible. We fulfill positions to the best of our abilities. Sometimes decisions are made with information that has not yet been circulated, so please be sure to ask an Executive member if something is not clear to you. For convenience the email address or phone number of current Executive members and coaches are listed on page 8 of this handbook.

SOCIAL MEDIA, CELL PHONES AND PUBLIC SPACES

Social media sites and skating arenas are public spaces. Courtesy, kindness, and respect for self and others at all times is Club policy. There will be no tolerance of abuse or bullying.

Skaters, parents, family members and friends should remember that they represent our Club at all events and practice sessions. Good sportsmanship and positive talk is expected at all times - during competition, travel and day-to-day practices. Negative behavior or talk has a way of being noted and reported by other clubs and skaters or their family members.

Please remember that during practices and at all events ALL cell phones are to be switched to silent and put away. Your focus is on your coach, team and skating.

TEAM PRACTICES

- Skaters must attend all practices and competitions. Skaters are expected to be in the dressing room at least 15 minutes prior to practice times. For competitions, skaters are expected to be at the arena one hour prior (unless informed otherwise) to competition time. Absenteeism is very disruptive to a team sport. **In all cases of absence, advance notification is a must.** Contact your Coach **and** Manager by phone or in person. Then follow up with an email/text.
- Any family vacations that have been booked **MUST** be advised well in advance to your Coach and Manager.
- Schoolwork is extremely important. It is crucial that you stay on top of your assignments and homework and still attend all practices. Your teammates depend on you.
- During floor and ice practices, working hard and listening are essential. Be respectful of your coach and the team.
- Proper practice attire is expected at all times. Hair must be secured in a ponytail and bangs pinned back neatly. No large earrings. No gum chewing.
- All skaters are expected to do extra single sessions to continually upgrade their skating skill, (Dance, Skills, or Free Skate).
- CHRISTMAS: Skaters are often given time off during the school holiday break period, but may have a session scheduled. If skaters have family travel plans, please advise your coach and manager well in advance.
- **COMPETITIONS: Please, do not book travel which takes your skater away from practice times during the week in advance of a competition. Do NOT book any travel dates or times to arrive at competitions prior to speaking to your coach and/or team manager. It is vital that all competitors practice together before a competition as part of their performance preparations. While at competitive events, it would be appreciated if you could schedule any family time for after each day's competition, if possible.**

WARDROBE REQUIREMENTS

All skaters are required to purchase and wear the following:

- Team Attire (as advised by your team manager. May vary from team to team)
- Travel Attire (Team specific. Will be advised by your team manager)

CARE OF TEAM DRESSES

The following washing instructions should be noted for all team dresses, whether competition or practice, as per instructions from our seamstress.

1. Dresses should be washed as infrequently as possible.
2. All dresses should be hand-washed in delicate fabric soap, such as Zero.
3. They should be hung to dry.
4. They should **never** be put in the dryer for any reason.
5. They should not be dry-cleaned
6. Keep dresses in a garment bag to prevent snagging on skates or loose items in your skate bag.

This will keep the dresses looking new, and help to keep the rhinestones/beads/trim/appliqués in place.

SKATING EQUIPMENT AND ATTIRE

Skates

In general, skates are a smaller size than the skater's shoe size. The boot should not be too big. Depending on the manufacturer, skates may be up to a full size different than the shoe size.

The toe of the skate should be fitted to allow the skater to wiggle his or her toes when the boot is laced up.

The heel of the foot should fit closely into the heel of the boot. To test this, unlace your child's boot and put a pencil behind the back of the child's foot when it is pushed firmly forward into the skate and is right down into the heel of the boot. The pencil should move easily with a bit of room, but not too much.

Skate Sharpening

Skaters should have their skates sharpened after about 20 hours of skating. Skaters often know when their skates need sharpening, as do coaches. Figure skates should not be used on outdoor rinks. If they are used outdoors, ensure they are sharpened immediately afterwards.

Skate Guards

Skate guards are an **essential** piece of equipment for all skaters. Be sure your skater has them and that they fit the skates properly. Please teach your children not to walk on concrete floors without skate guards. Walking on rubber mats is acceptable, but should be avoided if possible as well.

Skaters should put guards on right after leaving the ice, and remove them once the skates have been removed from the skaters' feet. Leaving guards on the skates will promote rust on the blade. Soft fabric covers may be used for storage.

Blades should be wiped completely dry after skates are removed from the skaters' feet.

FEES

- Information will be advised at the beginning of September:
Parents/skaters will be advised ASAP re total season fees for the upcoming season. Skater team placement is finalized prior to fee announcement. Commitment fee, payable to LMSSC, is due and payable now.

FEES include:

- Practice Ice
- Coaching Fees
- Competition Fees
- Club Operating Costs (club insurance, Skate Canada registration, accountant fees, etc)
- Competition Dress
- Accessories (make-up and tights)
- Off-Ice Practices
- Coaches' Travel

SEASON FEE PAYMENTS

CREDIT CARD PAYMENTS: We accept credit card payments from the following cards – VISA, MasterCard, American Express, and Discover. Payments may be made to the Team Manager. They can provide more information if required.

NOTE: A convenience fee of \$6.00 per transaction will be added to all credit card payments

ETRANSFERS: We accept etransfers for fee and clothing payments to lmssc.treasurer@gmail.com. All etransfers should include skater name, team, and fee purpose in the message.

Monthly fee payments are due on the 15th of each month for the 2019/2020 season. All skaters must pay a \$200 Commitment Fee (due July 15th) and a \$200 Registration Fee (due August 15th) to help offset our ice and coaching expenses before team season fees are announced and collected. This deposit is deducted from your total fees owing. Please refer to the Winter 2019-2020 Registration documents for a payment schedule. Your team manager will advise the amount due for your team in September.

Season fees must be paid by credit card, etransfer, or by monthly post-dated cheques. Post-dated cheques are required to be handed in to your Team Manager by your team's last skating day in September.

To assist our volunteers in tracking payments more readily, **cash is not acceptable**, unless specifically requested by the Club.

Please place cheques in an envelope marked with:

Skater Name
Team Name
Amount of cheque(s) and month payable
(Please ensure that the correct year is noted)

NSF CHEQUES AND CASH BASIS PAYMENTS

\$50.00 SERVICE CHARGE ON NSF CHEQUES – PLEASE NOTE!

THIS WILL BE COLLECTED WITH NO EXCEPTIONS.

Please remember to advise your team manager if you change your chequing account during the season so that your old cheques can be returned for the new post-dated ones.

If a NSF cheque is received more than once, **a cash or money order only basis will apply thereafter** and your post-dated cheques will be returned to you.

In cases where scheduled cash payment dates are missed and/or rescheduled, the Executive reserves the right to request immediate payment of full season fees before the skater may return to the ice.

FUNDRAISING AND INDIVIDUAL FUNDRAISING ACCOUNTS

- Fundraising events are held throughout the season. Some fundraisers are for the team and some benefit only the skaters participating in the activity. Ask your team manager for information.
- Fundraisers identified as “individual” will earn money towards a “skater fundraising account” that is looked after by our volunteer Treasurer. The money that accumulates in your skater’s account from participation in fundraising activities may be used for **skating expenses only** (fees, travel, clothing, etc) by filling out the necessary form (see your Team Manager and ask for a “Fundraising Request form”).
- All fundraised funds should be used by skaters in the year they are earned. Monies remaining in your account at the end of the season may be used for Spring skating. Skater fundraising accounts are for help in offsetting current season expenses **not** as an account to save up for future years. If a skater chooses not to skate in a subsequent season, all funds remaining in the account are forfeited to the club.
- All fundraising requests must go through the **team manager**, please do not contact the Treasurer directly.
- Club policy for fundraising:
 - LMSSC will **NOT** accept cash OR credit for fundraising payments. Payments must be from our club members **ONLY** and payable to “LMSSC”. **We do not accept cheques or payments from skater family members or friends.** Skaters may ask family and friends to participate in the fundraiser but must collect cash, or cheques payable to the skater. The skater then makes **ONE** payment to “LMSSC” for the total amount of their orders and turns it in to the assigned coordinator. This simplifies the Treasurer’s job should orders be incorrect, forms incorrectly filled out or cheques returned NSF. We know how to contact you, but not your family or friends should a problem occur.

REFUNDS

Refunds are generally considered for medical or extenuating circumstances only. Requests will be considered on a case-by-case basis and when supported with an acceptable rationale.

Refunds are at the sole discretion of the Board of Directors. If approved, the refund calculation will be determined by the team manager and the Treasurer, paid as soon as possible after approval, and will include an explanation of the refund calculation. If refused, the requestor will be advised as soon as possible following the decision.

Consideration will be given particularly to the following:

- a) Medical - Refund requests should be accompanied by a note signed by your physician. This will be kept in confidence.
- b) Refunds for reasons beyond the control of the skater, including serious illness in the family or moving away from the area, etc.

ALL refund requests must be made in writing to the attention of the Board of Directors, and sent through your team manager via email or written letter. The date of receipt will be the date used for the purposes of assessing the refund.

ANNUAL GENERAL MEETING & LMSSC Annual Meet and Greet!

- Join us in **October at Fleetwood Arena, room TBA** for coffee, snacks and lots of skating info!
- Agenda will be posted on the Newton Bulletin Board and emailed to all skaters
- Parents and all Adult skaters are encouraged to attend
- Meet your fellow skaters, parents, and club Executive members
- Details about competitions and travel information and teams
- Information about fundraising

More information to come soon!

LMSSC
Dates To Remember 2019-2020

Dates & Times	Event	Teams
August 16, 17 and 18th (times specified above)	Choreography & Registration Day	Junior Open Adult 3
August 22, 23, 24, 25th (times specified above)	Choreography & Registration Day	Juvenile Pre Novice Junior Adult 2
November 1-3rd (Location TBD)	Monitoring (full dress rehearsal)	All Teams
November 30 (South Surrey)	GVSSC Gala (full dress rehearsal)	All Teams
December 7th (South Surrey)	BC/YK Competition	All Teams
December 19th (6pm to 9pm, Newton)	Newton Christmas Ice Show (full dress rehearsal)	All Teams
January 10th to 12th (Mississauga)	Junior Worlds Qualifier and Winterfest Competition (Ontario)	Junior, Open
January 24th to 26th (Red Deer, Alberta)	Mountain Regional Competition	All Teams
February 15th (TBD)	West Coast Challenge	All Teams
February 21th to 23rd (Calgary, Alberta)	Canadian Synchro Nationals	Junior, Open

LMSSC EXECUTIVE MEMBERS 2019-2020

PRESIDENT	Jenny Milne	bmilne10@telus.net 604-590-1033
VICE-PRESIDENT	Vacant	
TREASURER	Christina Treleaven	lmssc.treasurer@gmail.com
SECRETARY	Lynn Kirkpatrick	kirkclan@shaw.ca
TEAM MANAGERS (6)		
Open Team Manager	Coleen Melsted	coleenmelsted@gmail.com 604-308-2617
Adult II Team Manager	Vacant	
Adult III Team Manager	Cathy McCormack	cathymc@shaw.ca 604-852-3223
Pre-Novice Team Manager	Alisa Hirata	fivehiratas@gmail.com
Juvenile Team Manager	Cari Shorrock	cari@windandtide.com
Junior Team Manager	Jenny Milne	
CLUB DIRECTOR	Christa Sharman	cmsharman@telus.net
COACHES	Danalee Harrison	figsk8coach1@shaw.ca 604-306-3609



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PARENT CODE OF CONDUCT

Skate Canada is committed to ensuring that all skaters have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. Parents have an enormous influence on skaters' experiences in the sport. The quality of a skater's experience is determined by their relationships with parents and the manner in which parents conduct themselves in the Skate Canada environment.

In this code "parents" shall refer to "parents and guardians". This code applies to all parents who are members of Skate Canada or have children who are members of Skate Canada. Parents shall abide by this code at all times while participating in any Skate Canada club or school, competition, or activity.

- All parents are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect.
- Parents shall always model positive responsible behaviour and communicate with their son/daughter that they expect them to do the same.
- Parents will assume the major responsibility for their son/daughter's on ice conduct and attitude.
- Parents shall at all times treat all individuals and property with dignity, courtesy and respect, including but not limited to skaters, coaches, officials, volunteers, other parents, and all other individuals that are part of the club, skating school, Section or Skate Canada.
- Parents shall refrain from any behaviour or comments which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
- Parents shall emphasize the importance of values like sportsmanship, respect, cooperation, competition and teamwork to their son/daughter offering praise for competing fairly, participation and skill development.
- Parents shall model and encourage their son/daughter to maintain a healthy balance between skating and life. (e.g., school, other activities, social life, etc.)
- Parents shall model and encourage balanced, healthy food choices and subscribing to an active and healthy lifestyle.
- Parents shall set high, but reasonable expectations for their son/daughter's participation in skating focusing on development and enjoyment for the child.
- Parents shall instill confidence in their son/daughter's ability and skill development, always avoiding comparisons with other skaters.
- Parents shall celebrate the acquisition of skills and goals achieved by their son/daughter.
- Parents, along with the professional coach and the athlete, shall be considered members of a team whose main concern is the child's overall progress and development. Parents shall respect that the professional coach is responsible and empowered for the on-ice and off-ice development of the athlete. A parent's role shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, adherence to off-ice training regimen set by the coach or other fitness professional, overall health, life-balance, and moral and emotional support.
- Parents shall ensure their son/daughter wears proper skating clothing and equipment.
- Parents shall never provide alcohol or drugs to minors in a Skate Canada environment.
- Parents shall never provide or advocate the use of performance enhancing drugs or substances.
- Parents shall avoid any conduct, which brings their club, skating school, Section or Skate Canada, into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and gambling.
- Parents shall openly support and uphold this code of conduct policy and take action and steps to ensure other parents follow and uphold this code of conduct policy.
- Parents shall adhere to the policies, procedures, rules, standards, and ethics of Skate Canada at all times.



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LOWER MAINLAND SYNCHRONIZED SKATING CLUB

Synchronized Skating Program 2019/2020

TEAM RULES & CODE OF CONDUCT

GENERAL SYNCHRONIZED SKATING RULES

1. All team members must abide by the Lower Mainland Synchronized Skating Club (LMSSC) Code of Conduct.
2. All team members must be a member in good standing of a Skate Canada club.
3. The starting line-up for any performance or competition is at the sole discretion of the coach.
4. All practices are mandatory. Coach **and manager** must be notified of all scheduled/un-scheduled absences by phone/text/email.
5. The team manager will take attendance 10 minutes prior to ice time or at start of floor practice time. If a team member is not present for attendance, then she/he will be considered late.
6. Consistent absences or lateness may jeopardize a skater's position on the team.
7. Skaters must wear the designated practice attire to all practice sessions – plan ahead for your busy schedule!
8. At all practices every team member must give her/his entire attention to the instructions being given by the coach and put forth her/his best effort. A less than satisfactory effort and/or undesirable attitude or behavior may jeopardize a skater's position on the team.
9. Team members are expected to refrain from using foul and abusive language, and will conduct themselves in a manner becoming a member of the Lower Mainland Synchronized Skating Club at all times. Failure to do so may jeopardize the skater's position on the team.
10. Team members will not consume alcohol or use non-medical drugs during or before practices, performances and competitions. Violation of this rule may result in automatic suspension from the Lower Mainland Synchronized Skating Club and/or the skater being sent immediately home at the skater's cost.
11. All skaters shall refrain from inappropriate or negative use of internet, Facebook, cell phone and texting.
12. Skaters shall refrain from cell phone use/texting during practices, on ice and off ice, or at other team times.

TRAVEL RULES

1. All team members must attend all events even if not expected to skate, unless prior permission is granted by the coach.
2. All team members must wear the designated travel attire and designated hair style/makeup/accessories.
3. All team members will have clean skates and laces at all competitions.
4. Skaters will travel as a team to and from any skating event unless permission has been granted by the coaching/management staff to do otherwise. Skater must travel within the designated time guidelines as set by the coach/manager. All skaters must travel on the team bus, or other designated team transportation, to/from hotel/arena/team events. Permission may be arranged to travel with other clubs/teams or share other in other clubs' travel arrangements but must be arranged with the coach and manager prior to travel dates. Travel expenses are shared by all skaters on a team and travel with other groups will not exempt a skater from their paid share of team travel expenses.
5. Members will attend all team functions wearing team attire as indicated.
6. Skaters will abide by curfew rules as established by coach and team management.
7. Skaters will conduct themselves in a disciplined manner showing good sportsmanship, a positive attitude and respect for themselves, teammates, coaches, management, parents, the sport and all competitors and volunteers.
8. While on club sponsored trips, no visitors will be allowed in the hotel accommodation provided by the club for the skaters, except other team members or club officials or family as approved by the coach/managers.
9. Team members will not leave the hotel or arena premises without the permission of the coach and/or team manager.
10. Skaters will not cause any damage to any arena, hotel, motel, bus/car during a team trip for which the club may be held responsible. The skater and parents will be responsible for any reimbursement to the team.

I ACKNOWLEDGE receiving a copy and having read and fully understanding these rules. If under eighteen years of age, signatures of both team member and parent or guardian is required.

PRINT Skater's name _____

Skater's
signature _____ Date _____

PRINT Parents/Guardian's name _____

Parent/guardian's signature _____ Date _____